

# Los Alamos National Laboratory — Supplemental Instructions

**Subject: 7.1 Acquisition Planning — General**

**Exhibit: 7.1a Sample Detailed Acquisition Plan**

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## ACQUISITION PLAN

for

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An acquisition plan is required for procurements exceeding \$500,000 or for procurements that require special attention from procurement and requesting personnel. It should be prepared with the assistance of a BUS procurement specialist.

1. Description. Briefly describe the goods or services being purchased.
2. Estimated Cost. Provide the estimated cost, how the cost was determined, and who determined the cost.
3. Delivery Date Required and Period of Performance. Explain the necessity for the established delivery date and/or the period of performance.
4. Statement of Risk. Consider technical, cost and schedule risk. Risk is normally minimal for most common goods and services. Risk may be significant for research and development or state-of-the-art equipment.
5. Competition. Describe how competition will be sought and promoted on this acquisition. If a sole-source is anticipated, explain why competition cannot be obtained. Attach a preliminary sole-source justification.
6. Sources. Provide the names, addresses, points of contact, and phone numbers of prospective sources that can fulfill the requirements.
7. Socioeconomic Participation. Address the potential availability of capable small businesses, small disadvantaged businesses, or woman-owned businesses. Indicate what effort has been undertaken to identify other sources in this category. Include potential opportunities for lower-tier socioeconomic participation. (Contact the Small Business Liaison Office, 7-2015, for assistance, if necessary.)
8. Source Selection. If competitive, indicate whether award will be based on lowest responsive price or whether source selection will involve technical/cost selection criteria. List the criteria being considered.
9. Subcontract Type. Provide the anticipated subcontract type, e.g., firm-fixed-price, cost-plus-fixed-fee, etc., and the rationale for selecting the subcontract type in view of the nature of the goods or services being procured, programmatic considerations, and other factors.

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10. Quality Issues. If quality assurance activities are required, such as the qualification of sources, inspection and/or verification of product quality, etc., describe the necessary requirements.
11. Acceptance Criteria and Method. Describe any requirements that must be met prior to acceptance, the method by which acceptance will be determined, and when acceptance will take place.
12. Make or Buy. Provide the rationale for subcontracting this requirement rather than doing the work in-house.
13. Government Property and Other Information. Provide information on any government property or information that will be furnished to the subcontractor (including material, facilities, manuals, drawings, and test data) and when the property or information will be provided. Address any known requirement for the subcontractor to acquire property.
14. Environmental, Health, and Safety Concerns. Address any ES&H issues that apply to the subcontract.
15. Security Considerations. Address clearance requirements, classified work, access to security areas, or Foreign Ownership, Control and Influence considerations.
16. Other Requirements. Address other applicable subcontracting requirements, such as OCI, EEO preaward clearance, preaward field audits, etc.

Milestone Chart. A milestone chart must be prepared with the assistance of a contract specialist and attached to the AP.

Requester: \_\_\_\_\_  
(Signature) (Date)

Contract Specialist: \_\_\_\_\_  
(Signature) (Date)